

**Douglas County School District**

Regular Meeting  
Douglas High School  
Minden, Nevada  
Tuesday, March 11, 2008  
3:30 p.m.

**Minutes Approved  
April 8, 2008**

**MINUTES**

Present were:

**Trustees:**

Teri Jamin, President  
Cynthia Trigg, Vice President  
Thomas Moore, Clerk  
Karen Chessell, Member  
Sharla Hales, Member  
John Louritt, Member  
Keith Roman, Member

**Personnel:**

Carol Lark, Superintendent  
Nancy Bryant, Assistant Superintendent, Education Services  
Rich Alexander, Assistant Superintendent, Human Resources  
Holly Luna, Director of Business Services

**Others Present:**

Mike Malloy, Legal Counsel

**1. Call to Order**

Ms. Jamin, Board President, called the meeting to order at 3:35 p.m.

- A. The JROTC Color Guard presented colors and led those present in the Pledge of Allegiance.
- B. Mrs. Trigg moved to adopt the agenda, seconded by Mr. Moore. Motion carried unanimously, 7/0.

Ms. Jamin stated that Item 2-D would be pulled from the Consent agenda as there was an additional student request to take a GED exam. There were no other items pulled from the Consent Agenda.

Motion carried, 7/0.

**2. Consent Items (Action)**

Mrs. Hales made a motion to approve all of the following Consent Items, with the exception of Item 2-D, seconded by Mrs. Trigg:

- A. Approve the Minutes of the Regular Board meeting held on February 8, 2008.
- B. Approve payments contained in Voucher No. 1019 for 2007-2008.
- C. Approve personnel actions described in Personnel Report No. 08-03.
- D. Approve the request submitted by Gregory Harrison to take the GED examination.

E. Approve the list of Family Life, Sex Education, AIDS Trained Teachers.

Motion carried, 7/0.

Mrs. Hales moved to approve Item 2-D with the addition of a request by Everett Krieger to take the GED exam, seconded by Mrs. Chessell.

Motion carried, 7/0.

### **3. Administrative Reports and Program Reviews**

#### **3-A. Principals' Report (Douglas High School)**

Mr. Swisher presented an update School Improvement Plan Goals and program offerings. The report began with thanks to all Assistant Principals at Douglas High School for their commitments.

Goals were stated including all groups achieving a 2% growth rate; sub populations, 5%. Data was presented that included indicators overall of growth in math, reading, and writing. Adequate Yearly Progress (AYP) data was noted to be positive, with no inclusion of a confidence interval necessary to improve scoring HSPE scores in math, reading and writing were reported with overall growth. Special education subpopulations and Hispanic math were an area of concern for AYP. Students falling short in Special Education language arts would be a focus for improvement.

A goal of increasing the number of students graduating with a regular diploma by 5% was reported. Mr. Swisher noted the goal had not been met, rather the graduation rate dropped by 3% between the Class of 2006 and 2007. A percentage of the shortfall was recognized through an increase of adult diplomas from 2006 to 2007. It was noted that the DCSD required .5 credit more to graduate than any other District in the State.

The third goal of preparing students in the class of 2010 and later to pass the newly implemented Science HSPE exam was reported. At this time, the pass rate for the Science HSPE was yet to be determined by the State. Students were being prepared to the new Science HSPE's through review of curriculum alignment with State Standards and Critical Content. Sophomores would be taking this exam, as a first attempt, this spring.

Douglas High School was reported to offer a variety of programs, including tutoring at lunch time, 12 Advanced Placement courses, 23 Career and Technical Education courses, JROTC, Skills USA, Daily Living Skills, and a variety of extracurricular activities including athletics and fine arts.

### **4. Items Requiring Discussion and Action (Action)**

#### **4-A. Douglas County School District Bond Funding**

Marty Johnson with JNA Consulting, LLC explained the differences between a Continuation and Traditional bond in order to determine the type of bond the Board desired to pursue during the upcoming election. The Continuation bond was recommended by both Mr. Johnson and the KIDS Committee, as confirmed by Ms. Prado, Committee Chair, also in attendance. Funds obtained through a Continuation bond were reported to be locked in for a ten year period. Mr. Johnson reviewed history of the pass rate for other Nevada School Districts who had chosen to support Continuation bonds. Each bond attempt had passed that did not increase taxes, as would be the case in this event, for the Douglas County School District. The .10 tax revenue would be the

maximum rate received through a Continuation Bond. Also, approval would have to be obtained from the Debt Management Commission, following Board approval, as a next step in continuing through the bond process. Upon acceptance, an attorney would write the ballot question.

Ms. Jamin called for public comment. There was none.

Mr. Louritt moved to approve Business Services to work with JNA Consulting and Bond Counsel (Swendseid and Stern) to pursue Continuation Bond funding and develop the election question, seconded by Mrs. Trigg.

Ms. Jamin called for public comment. There was none.

Motion carried unanimously, 7/0.

#### **4-B. Public Hearing on Installment Purchase**

Ms. Jamin stated the Board would hold a public hearing regarding the publicized Notice of the Intention to Authorize an Installment-Purchase Agreement by the Douglas County School District.

Mr. Johnson reported the Installment Purchase Agreement was the method of financing that would be used for ESCO projects. The determination of projects, by AMERESCO, as those most desirable for obtaining savings through energy upgrades, would be the first step, followed by preparation of the Installment-Purchase Agreement, allowing for up to \$9,000,000 in financing. The approval to be obtained through the Debt Management Commission was reported to be for 36 months, and subsequently through the Department of Taxation, for 18 months. A second phase of financing capital improvement projects could be utilized for those projects not contracted through AMERESCO in this first phase of ESCO that could then be financed through the Continuation Bond, if approved, as listed on the bond Project Priority List.

Ms. Jamin called for public comment. There was none.

Ms. Jamin called for further questions from Board members. There were none.

The public hearing regarding the installment purchase was closed.

#### **4-C. Installment – Purchase Agreement**

Discussion ensued as to an explanation of the financing received as a result of approval of the Installment Purchase Agreement. Mr. Johnson confirmed that the money saved as a result of energy efficiencies would be used to repay the debt incurred, of up to \$9,000,000. Upon pay off, savings would be income used for ongoing maintenance and capital improvements.

Prioritization of the project list created as a result of the pursuance of the Continuation Bond would be addressed by the Board when reviewing the Capital Improvement Plan.

Mrs. Hales moved to adopt Resolution #08-02 Installment-Purchase Agreement, and request that Business Services work with JNA Consulting, LLC and Bond Counsel (Swendseid and Stern) to pursue financing for the ESCO projects, seconded by Mr. Moore.

Motion carried unanimously, 7/0.

### **3. Administrative Reports and Program Reviews (Continued)**

#### **3-B. Health Insurance Committee Report**

Mrs. Luna provided Minutes of the most recent Advisory Health Benefit Committee Meeting, along with the Article IX Health Insurance language included in the contract of each bargaining unit. The history of the Health Committee was provided. More recently, access to Minutes of the Health Committee was made available on the District Web site. The proposals from various companies were stated. Mrs. Luna briefed the Board on the review of the Public Employee Benefit Program (PEBP). GASB45 mandated that the Other Post employment Benefits (OPEB) program be analyzed and that the process was underway. The Committee would make the final recommendation of either a fully insured health insurance plan or to remain with a self insured plan. May was the target time for both the results and presentation to the Board. Should the current self insured plan be maintained, Mrs. Luna stated no significant changes were foreseen to be a result.

#### **3-C. Superintendent's Report**

Weekly email communications were noted by Mrs. Lark to be sent to Board members to inform them of events and meetings occurring. Specific events were stated including the District Spelling Bee, Communication Meetings, Professional Standards involvement, the District Technology Committee Meeting, as well as, staff, student and parent communication involvement regarding the hiring of a new principal for Gardnerville Elementary School. Progress of the KIDS Committee was stated that included a pre-planning event that preceded the first community based meeting to be held later this week. An audit of the CTE program was reported as very successful. The Active Volunteers in Douglas County (A.V.I.D.) meeting was reported to have changed somewhat with the retirement of Mr. Mezetta and addition of Sergeant Halsey from the Douglas County Sheriff's Office. Attendance by Mrs. Lark at the Rotary student speech contest, District Employee Group Meeting, and Commission on Academic Excellence were reported. Superintendent's were reported to have been informed of NIAA decisions underway regarding NIAA acceptance of inclusion of students enrolled in correctional facilities. In conclusion, Mrs. Lark reported an upcoming event scheduled to share data with Dr. William Cathey, of UNR, that would enable the compilation of information obtained from data regarding students enrolling in higher education that would assist in alignment of courses and hopefully decreasing remediation requirements upon college entrance.

#### **3-D. Nevada Association of School Boards (NASB) Report**

Mrs. Hales announced that training was scheduled for Board President's and those desiring to become a Board President beginning March 26<sup>th</sup>. Those wishing to attend the Legislative Committee Meeting on March 27<sup>th</sup> that followed were invited to do so.

Mrs. Trigg stated that Board members reported that overall, State mandated budget cuts were noted to be absorbed in District ending fund balances.

### **3-E. Nevada Interscholastic Activities Association (NIAA) Report**

Mr. Roman announced High school realignments as determined by the NIAA in a recent meeting.

A law suit involving a parent of a girls soccer team member supporting seasonal separation of soccer, was reported to have resulted in the continuation of soccer being separated by north and south participants, rather than becoming an event with an overall state winner.

Athlete drug testing was reported as a positive addition to Green Valley. The ability of students to say no to peer pressure involving the taking of drugs was a positive result, due to worries of being removed from the team. An outside company was noted to be performing the tests at school provided facilities, and was supported by the Supreme Court.

Competition including students from correctional facilities was controversial.

## **5. Executive Session**

At 5:33 p.m., Mrs. Trigg moved to recess to Executive Session for the purpose of considering employer/employee negotiations pursuant to NRS 288.220(4), seconded by Mrs. Hales.

Motion carried, 7/0.

### **Public Comment**

At 6:06 p.m. Ms. Jamin reconvened regular session. A request was made that those persons signing up for public comment that wished to speak to Item 4-I, EPA Radon Information, wait for that Item to provide their input.

Kim Felton, parent asked that the Board consider a calendar change that would adjust spring break, so as not to conflict with a science fair underway during the same week.

## **4. Items Requiring Discussion and Action (Action) Continued**

### **4-D. Board Ratification of DCPEA Tentative Agreement**

Mr. Alexander stated the tentative agreement between the District and the Douglas County Professional Education Association (DCPEA) was listed in the agenda for review.

Ms. Jamin called for public comment on the tentative agreement.

Mrs. Lacey, President and Marty Momsen, Vice President of the DCPEA stated the process was "tedious and frustrating," but that they were interested in starting the next negotiation cycle with the Interest Based Bargaining approach to negotiations.

Roberta Stillwell, parent inquired as to whom the Non-Degree personnel were on one of the salary listings. Mr. Alexander responded that they were CTE instructors holding business licenses, but

not a Bachelor's Degree.

Mr. Louritt moved to ratify the Tentative Agreement with DCPEA for the 2007-2008 and 2008-2009 school years, seconded by Mrs. Trigg.

There was no further discussion.

Motion carried unanimously, 7/0.

#### **4-E. Empowerment**

Sue Shannon, principal of George Whittell High School, along with Empowerment Committee representatives informed the Board of the details inherent in the Empowerment Plan proposal.

The Plan was reported to address the following needs at GWHS:

- 1) Declining enrollment, due in some part to parents choosing other education options
- 2) Need to improve student achievement in mathematics
- 3) Distance learning opportunities to access courses which a small school such as GWHS could not offer
- 4) High rigor for students
- 5) Choices for parents

Mrs. Shannon stated the Plan, as written, offered project based learning, but not entirely, and was a conservative Plan, that could be approved partially or entirely by the Board. Additionally, with recent State budget cuts' funding was no longer available that had been offered within the program initially. Although, grants might possibly be offered in the future for those who submitted an application and pursued Empowerment due to legislative support. Mrs. Shannon stated GWHS would not be requesting funding in addition to the site budget to be allocated for empowerment.

Discussion ensued regarding the number of students that left the GWHS attendance area and the number that might return, including reasons for having left to attend the surrounding area schools.

Following some discussion, Mrs. Shannon offered follow up information upon approval, to inform the Board of any exceptions that would be necessary to Board Policies or Administrative Regulations as a result of the Empowerment Plan. The Plan was noted to be a three year Plan, but revocable upon Board determination should it be necessary. Reporting back on progress of the Plan was noted to be required three times a year, if funded. Mrs. Shannon stated an annual report would be forthright.

Ms. Jamin called for public comment. There was none.

Mrs. Trigg moved to approve for George Whittell High School, the Empowerment Grant Plan as presented by Sue Shannon, seconded by Mrs. Chessell.

Motion carried, 5/2, Mrs. Hales and Mr. Moore, nay.

A fifteen minute break was taken at 7:45 p.m.

At 8:00 p.m., Ms. Jamin stated Item 4-I would be heard at this time due to it having been scheduled for 7:30 p.m.

#### **4-I. EPA Radon Information**

Acknowledgement was given to Lawrence Howell and Kelly Krolicki for their involvement with helping to provide information leading to the obtainment of information from EPA personnel in Washington, D.C.

Ms. Jamin stated that following prior approval from legal counsel, she desired to hear a motion from the board prior to public comment on this Item, noting this was not typical protocol. Mr. Malloy verified the rearrangement was not a violation and offered that Board members could appeal the request, if desired. The majority of the Trustees agreed to continue by hearing a motion that would then be followed by public comment.

Mr. Moore moved that staff be redirected to not obtain an estimate for soil depressurization from Mr. Roper, and to prepare and advertise an Request For Performance (RFP) for selecting a qualified contractor with experience in deploying Sub-Slab/Membrane Soil Depressurization measures immediately, and to request Environmental Protection Agency (EPA) technical assistance in reviewing all recommendations and any proposed mitigation efforts and radon measurements to be implemented at Zephyr Cove Elementary School, seconded by Mrs. Hales.

Public comment was taken that included the following from Lake parents:

- 1) Concerns were raised regarding the proposed spending necessary in order that ZCES be a safe environment.
- 2) Conflicting information was addressed, i.e., radon progeny vs. radon gas.
- 3) Safety and health was of the utmost concern.
- 4) A timeline for mitigation was desired.
- 5) Appreciation was expressed to the Board for pursuing contact with the national EPA.
- 6) A desire was expressed that decisive action be taken to approve the motion on the table.

Ms. Jamin called for discussion with Board members at 8:25 p.m. The intent of the motion was explained, noting that Mr. Roper was not being excluded; instead the process was to be changed as stated in a motion made at the previous Board meeting. The requirement to proceed with mitigation would now involve an RFP and the EPA would be involved in conjunction to determine that measures being deployed were monitored.

Mrs. Trigg moved to amend the motion to include that action be taken "immediately," seconded by Mr. Moore.

Following discussion, it was understood this term would mean staff was to pursue the motion with an understanding this was a number one priority.

Possible approval necessary through the Tahoe Regional Planning Agency (TRPA) was a concern with regards to time constraints. Mrs. Luna stated attempts to contact the TRPA regarding a variance had been made previously.

Ms. Jamin stated the Board would assist parents by communicating radon mitigation progress and expected timelines publicly.

Motion carried, as amended, 7/0.

Note: Items were taken out of order as listed herein.

#### **4-F. Adoption of the Revisions of the Douglas County Strategic Plan**

Discussion ensued regarding the rigor of coursework offered at the high school. The importance of providing challenging courses that are not necessarily Advance Placement courses was suggested. Time was spent discussing the value of providing additional math courses that were beyond Int. III, but not solely statistics.

Mrs. Trigg made a motion to adopt the Strategic Plan as revised, seconded by Karen Chessell.

Motion carried 7/0.

#### **4-H. First Reading of Board Policy No. 518, "Graduation Requirements"**

Ms. Bryant presented revisions to Board Policy No. 518, "Graduation Requirements," for a first reading. Due to legislative action, changes were made and current ninth grade students will be required to follow the new graduation requirements. Ms. Bryant informed the Board that the ninth grade students will be mailed the new requirements with a cover letter explaining the importance of this information. The incoming 9th graders will be informed about the newly adopted guidelines. Those guidelines would be added to the High School Parent Guidebook. There will be opportunities for waivers however those have not yet been developed. Ms. Chessell questioned the continuation of the employability report card and Ms. Bryant explained that it still exists as a competency as the Career Plan is still being implemented. Ms. Chessell also recommended that the description of "vocational education" courses be changed to "career/technical" courses. She also asked why science was not included. Mrs. Bryant concurred and said science would be added. Mrs. Lark pointed out that a major problem the District would be facing is the fact that with the new requirement for uniform grading, the high schools will be required to keep two simultaneous grade books in order to not impact the current students. Mrs. Lark added that this will be a challenge for every district and that the State Department is allowing each district to decide how to move forward on this complex issue.

Mrs. Hales moved to accept for first reading, Board Policy No. 518, "Graduation Requirements," with the revisions as suggested, seconded by Mrs. Trigg.

Motion carried unanimously, 7/0.

#### **4-G. Superintendent Evaluation Process**

Sharla Hales presented to the Board a new model for evaluating the Superintendent. She first addressed the shortcomings of the current process and then suggested that the Board should model the behavior that they would expect from their administrators.

She presented a model which included three components. The first component would deal strictly with objective hard data. The second component would deal with evidence of progress toward Superintendent goals as directed by the Strategic Planning Process. The third component would be based on perception data. It was recommended that the Board record, in some manner, observations throughout the year that evidence her leadership skills. Mr. Louritt agreed to accept suggestions via e-mail for collection of perception data and he volunteered to develop a format for recording that data.

In the month prior to the formal evaluation, the Superintendent would have an opportunity to explain both increases and decreases in student achievement data as well as evidence of progress on each of the priorities determined through the Strategic Planning process.

The timeline was discussed and the flowchart presented modeled a circular, ongoing process with a mid-point check in Dec. or January and the formal evaluation taking place in June, prior to contract renewal in July.

Several Board members offered to assist in the final development of this new process and they expressed positive support for moving forward. The current form will be used for this year's evaluation. No formal Board action was taken.

### **6. Correspondence**

Ms. Jamin stated a parent letter had been received by all Board members. Mrs. Chessell noted a State Department of Education Mega Conference was upcoming April 25-27 at South Lake Tahoe that had provided information of value in the past.

It was noted all Trustees received a key to a lockbox outside the District Office that would assist with receiving information involving them, if needed after hours.

### **7. Possible Agenda Items for Future Board Meetings**

Mr. Roman stated he would like an Action Item placed on the agenda that would facilitate discussion related to review of the competency system that would be based on each individual site. Addressing Douglas High School competencies was Mr. Roman's first desire, seconded by Mrs. Chessell. Ms. Jamin requested information relating to when competencies are scheduled to be taught and the percentage of students passing on the first try. Mrs. Bryant reported that she was currently putting that report together. Ms. Jamin recommended that following the report, a suggestion from staff on proceeding with a process to evaluate the competency system would be helpful. A determination was made that the Board President and Superintendent would decide on the best way to agendaize this Item.

Mrs. Hales noted a vote to be taken in the future regarding health insurance may result in abstention by members due to spouses being employed by the District. Clarification was made that a "material difference" would be the reason for abstention. The insurance issue would not fall under that domain.

Mrs. Hales requested a Pay for Performance Committee be formed and begin reporting in September 2008, seconded by Mrs. Chessell.

A review of the expulsion process, through formation of a subcommittee, was an additional agenda item requested by Mrs. Hales that might include training for new Board members, seconded by Ms. Jamin.

## **8. Executive Session**

No further Executive Session was held at this time.

## **9. Adjournment**

The meeting was adjourned at 10:20 p.m.

Submitted by,

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Carolyn Moore  
Secretary to the Board of Trustees

Approved:

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Clerk of the Board

Note: Upon approval by the Board of Trustees in a public meeting, these minutes become the official minutes of the meeting held on the above date. Board minutes are kept on a permanent basis and are available for public review in the office of the Superintendent.